



Office of the City Clerk

Weekly Report – for Week Ending June 22, 2018

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

Elections

The Wilshire Center-Koreatown Neighborhood Council (NC) Subdivision Election was held on Tuesday, June 19 at two polling locations: the Harvard Elementary School's Multi-Purpose Room at 330 N. Harvard Blvd., and the Founders Church of Religious Science's Hornaday Hall at 3281 W. 6th St. The polls were open from 2:00 p.m. to 8:00 p.m. Staff continued to work until 12:00 midnight to process all voters who were standing in line at 8 p.m.

Staff began the ballot tally on June 20 with the 12,081 Vote-By-Mail (VBM) ballots received through June 18. This represented a 49% VBM return rate. Unofficial results were posted at the conclusion of the tally indicating a decisive vote to not subdivide the NC. Official certified results are expected sometime next week.



Harvard Elementary School



Wilshire Center-Koreatown Neighborhood Council Subdivision Election

Founders Church



Business Improvement Districts

The Fashion District, Hollywood Entertainment District, Byzantine-Latino Quarter, Historic Core, Melrose and Greater Lincoln Heights BID renewals are all currently out to ballot.

Neighborhood Council (NC) Funding Program

NCs have committed \$3.7M or 88% of their \$4.2M FY 17/18 funding allocation. As of 12:00 a.m. June 21, NCs no longer have access to spend funds from their accounts in order to complete all funding requests, finalize contracts and close and restart the fiscal year by July 1. Administrative packets have been sent to all NCs to memorialize their FY 18/19 budgets and lease agreements.

A Financial Officers Training is scheduled at City Hall on June 26 to accommodate new Treasurers.

Records Management

The Division issued two licenses for the use of archival photographs and documents: one license for commercial décor and a license for publication in a study of how the introduction of the automobile affected policing and privacy laws authored by legal historian and law professor Sarah Seo from the University of Iowa. <https://law.uiowa.edu/sarah-seo>



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Systems

Staff is working on developing a new Web Access Management (WAM) infrastructure, modifying existing business rules for retrieving data, and upgrading back-up services to align with the support we will provide to Municipal elections after being merged with Los Angeles County.

Staff completed development of the Council Action packet generation feature in Council File Management System. This feature allows Council and Public Services Division staff to easily create a PDF document with links to any supporting document(s) and append it to a Council Action document.

Staff was working with ITA to retrieve any missing credit card expenditure and check reconciliation files in the NC Funding banking system due to our server outage last week. Staff also reconciled email logs against the database to ensure all funding requests were captured and up to date in our system.

Issues

One of the services running on the City Clerk internet server, which hosts CFMS, was down Sunday morning causing CFMS to be unavailable. The service was restarted and CFMS is back online. Systems staff is investigating the cause of the issue